



## Developing “Go-To” Employees

A “go-to” employee is someone on your team you can trust to get the job done quickly, correctly, and thoroughly. This worksheet can help you articulate what makes a “go-to” employee on your team, identify your go-to people, and create an action plan to increase your “go-to” capacity.

### Step 1: Describe the attributes of a “go-to” employee

Knowledge	Skills	Abilities	Behaviors

### Step 2: Use the above criteria to segment your team into “Go-To” and “Not Go-To” categories. (Any surprises?)

Go-To	Not Go-To

### Next Steps:

1. What percentage of your people are “Go-To?” (Average = 10 – 20%). \_\_\_\_\_
2. Create a mini-action plan on page 2 to increase the number of “Go-To” people on your team.



**Step 3: Identify the missing components for each employee who is currently not a “Go-To” person.<sup>1</sup>**

Name	Missing “Go-To” Attributes	Development Plan

<sup>11</sup> Use additional sheets if necessary.